



# Catering Guide

Paine College  
2010 - 2011

*Dear Catering Customer:*

*Paine College Dining Services is delighted to provide our menu guide for fine catering services. We pride ourselves on being able to cater everything from morning coffee services to very elaborate receptions. The menus represented in this guide are only a starting point...*

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Paine College Dining Services specializes in creative and exceptional catering presentations. We understand your need for consistent and prompt service. We appreciate your interest in our catering services and we look forward to the opportunity to exceed your expectations.

Whether you are planning an executive meeting or staff luncheons, our friendly and courteous staff assures the success of your function. Should your plans include items or selections not listed, we will be happy to customize menus for you. Thank you for the opportunity to service you and your guests. If you have any questions, please feel free to contact us at (706) 432-0504 or e-mail us at [painecatering@thompsonhospitality.com](mailto:painecatering@thompsonhospitality.com).

## THE CATERING PROCESS

### **The Catering Process**

Booking an event at Paine College is a painless process. Call the catering office at (706) 432-0504 to plan your menu and obtain pricing. The Catering Office will assist you with decisions regarding the style of service and the selection of food and beverages. The total price for your event will reflect your menu, service selections, and any other specialty items required for your event. Our mission is to support you in customizing and creating a memorable event.

## BREAKFAST A LA CARTE

Bagels with Cream Cheese, Butter, and Jelly	\$9.80 per dozen
Assorted Mini Danishes	\$8.75 per dozen
Whole Fresh Fruit	\$9.75 per dozen
Doughnuts	\$10.55 per dozen
Yogurt Cup	\$1.55 each

## BREAKFAST

<b><i>Paine's Continental Breakfast</i></b>	\$6.95 per person
<i>Your selection of breakfast pastries, fresh-cut fruit, coffee service and juice pitchers</i>	
<b><i>Continental Breakfast</i></b>	\$5.15 per person
<i>Your selection of breakfast pastries, coffee service, and juice pitchers</i>	
<b><i>Health Conscious Breakfast</i></b>	\$7.00 per person
<i>Assorted nutri-grain and granola bars, fresh-cut fruit, coffee service and juice pitchers</i>	

## BREAKFAST BUFFET

<b><i>The Classic Breakfast</i></b>	\$7.75 per person
<i>Fresh-cut fruit, fluffy scrambled eggs, crisp bacon or sausage, home-fried potatoes or grits, buttermilk biscuits, coffee service, and juice pitchers</i>	
<b><i>The Original Breakfast</i></b>	\$9.00 per person
<i>Assorted breakfast pastries, fresh-cut fruit, fresh scrambled eggs, crisp bacon or sausage, home-fried potatoes or grits, french toast with warm syrup, coffee service and juice pitchers</i>	
<b><i>The Breakfast Action Omelet Station</i></b>	\$14.95 per person
<i>Fluffy omelets stuffed with minced green and red peppers, onions, your choice of cheese, crisp bacon or sausage, home-fried potatoes or grits buttermilk biscuits and coffee service.</i>	<i>* Add meat in omelet for \$1.50</i>

# HEALTHY CHOICE LUNCHEONS

*Healthy choice luncheons are served with rolls with butter, one dessert, and iced tea.*

## **Roasted Vegetable Wrap**

\$10.85 per person

*Marinated and grilled sweet peppers, mushrooms, zucchini and basil leaves rolled in a tomato tortilla with herb mayonnaise, served with orzo salad, vegetable chips and whole fruit*

## **Vegetable Lasagna with Garlic Bread Sticks**

\$12.15 per person

## **The Vegetarian-Vegetarian Rustica Style Rigatoni**

\$13.25 per person

*Rigatoni pasta and grilled seasonal vegetables, fresh parmesan cheese, sweet basil with assorted focaccia bread*

## **Cobb Salad**

\$12.25 per person

*Mixed greens topped with avocado, hard-boiled eggs, julienne ham, bacon, and cheddar cheese*

## **Grilled or Fried Chicken Salad**

\$12.25 per person

*Sliced chicken breast with julienne swiss cheese, tomatoes, cucumbers served on a bed of mixed greens garnished*

## SOUPS

*Au Bon Pain Chicken Noodle*

\$3.00 per person

*Au Bon Pain Minestrone (Vegetable)*

\$3.00 per person

*Au Bon Pain Cream of Broccoli*

\$3.00 per person

# SANDWICH CENTRAL

*Sandwiches are served with potato chips,  
whole fruit, cookies and canned beverage.*

## ***Cold Pre-Made Sandwiches***

\$9.00 per person

### ***Meat Choices:***

Chicken Salad  
Grilled Vegetables  
Ham  
Italian Sub  
Roast Beef  
Tuna Salad  
Turkey

### ***Bread Choices:***

Kaiser Buns  
Sub Rolls  
Wheat  
Tortilla Wrap

*These selections are also available as standard box lunches.  
Maximum of two selections for parties of five or less.*

## ***Little New York Deli Tray*** *(available for guests of ten or more)*

\$11.55 per person

*Choice of three deli meats, (choose from the above list)  
american, provolone, and swiss cheese served  
with relish tray, leaf lettuce, tomatoes and pickles*

## HORS D'OEUVRES

Fried Wings with Choice of Dressing <i>100 count</i>	\$89.75
Spring Rolls with Sweet & Sour Sauce <i>50 count</i>	\$53.65
Chicken Tenders with Honey Mustard Sauce <i>50 count</i>	\$89.75
Assorted Pinwheels <i>25 count</i>	\$67.00
Assorted Finger Sandwiches <i>100 count</i>	\$56.75
Tomato and Basil Bruschetta <i>25 count</i>	\$54.00
Tidewater Crab Cakes served with Cocktail or Tartar Sauce <i>25 count</i>	Market Price
Swedish or Barbecued Meatballs <i>50 count</i>	\$38.00
Chicken Quesadillas <i>50 count</i>	\$77.00

## PLATTERS

Assorted Domestic and Imported Cheeses served with Seasoned Flat Breads	\$58.25 <i>serves 25</i>
Assorted Seasonal Fresh-Cut Fruit served with Yogurt Dip	\$53.65 <i>serves 25</i>
Assorted Blanched Vegetables served with Ranch Dressing	\$58.25 <i>serves 25</i>

## SEAFOOD

### **The Water Side**

*Seasoned lump crab cakes, pan-fried or broiled and served with classic remoulade sauce*

Market Price

### **The Golden Catch**

*Fried or baked fish fillet served with tartar sauce*

\$13.85

### **Broiled Salmon**

*Broiled salmon served with lime beurre blanc sauce*

Market Price

## POULTRY

### **Thompson Family Recipe**

*Crispy southern fried or oven roasted rotisserie chicken quarters*

\$13.15

### **Director's Special**

*Chicken breast parmesan*

\$14.00

### **Chef's Choice**

*Chicken cacciatore*

\$14.00

### **Chicken Breast à la Florentine**

*Breast of chicken stuffed with spinach, sun-dried tomatoes and mushrooms, lightly tossed in herbed breadcrumbs*

\$16.00

## BEEF AND PORK

### **Beef Tenderloin**

*Medallions of beef sautéed in a red wine sauce*

Market Price

### **Paine College Special**

*Grilled marinated flank steak with peppercorn sauce*

\$14.00

### **BBQ Pork Ribs**

*St. Louis style barbecued pork ribs*

Market Price

# LUNCH AND DINNER MENUS

All entrées are served with one vegetable, one potato or grain selection, one soup or salad, one dessert selection, one choice of beverage, and gourmet rolls with butter. The section below contains options from which you can choose. Any item may be added as an addition to the meal for an additional cost of \$2.05 per person.

## SIDES

### ***Cold Salads (Choose One)***

Caesar Salad  
Mixed Green Salad  
Pasta Salad  
Red Bliss Potato Salad

### ***Hot Vegetables (Choose One)***

Fresh Broccoli  
Green Bean Almondine  
Vegetable Medley  
Collard Greens

### ***Potatoes and Grains (Choose One)***

Candied Yams  
Mashed Potatoes  
Rice Pilaf  
Seasoned Wild Rice  
Macaroni and Cheese

### ***Desserts (Choose One)***

Carrot Cake  
Chocolate Cake  
Coconut Cake  
Apple Pie  
Sweet Potato Pie  
Peach Cobbler

***Gourmet pies, cakes, and cheesecake  
are available upon request at market price.***

# RECEPTION STATION

(50 people minimum)

## ***Carving Station***

Carved Beef	\$10.25
Carved Turkey Breast	\$9.25
Carved Smithfield Ham	\$8.20

***All Action Stations are served by a Culinarian.***

*These selections can be an accompaniment to your event or may be served as a main course. If you wish to include sides or desserts with your main course, there will be an additional cost.*

# ACTION STATION

## ***Taco Salad Station*** \$13.35

*Taco shells, seasoned meat, cheese, lettuce, tomato, olives, salsa, sour cream and more*

## ***Roman Pasta Station*** \$12.25

*Tri-color cheese tortellini, penne, or rotini pastas served with your choice of alfredo, pesto, or marinara sauce, warm garlic bread and parmesan cheese*

## ***Wok Seared Stir Fry*** \$13.35

*Your choice of tender beef, chicken, or shrimp with seasonal vegetables in a teriyaki glaze accompanied by steamed rice*

***All Action Stations are served by a Culinarian.***

*These selections can be an accompaniment to your event or may be served as a main course. If you wish to include sides or desserts with your main course, there will be an additional cost.*

# THOMPSON HOSPITALITY'S COOK-OUT MENU \$13.25

## ***Guest Choice of Two Meats***

### ***Meats:***

Chicken Breasts  
Hamburgers  
Hot Dogs

## ***Sides (Choose Three)***

Mixed Green Salad  
Pasta Salad  
Red Bliss Potato Salad  
Fresh Broccoli  
Green Bean Almondine  
Vegetable Medley  
Collard Greens  
Candied Yams  
Mashed Potatoes  
Rice Pilaf  
Seasoned Wild Rice  
Macaroni and Cheese

## ***Desserts (Choose Two)***

(One per person)  
Carrot Cake  
Chocolate Cake  
Coconut Cake  
Apple Pie  
Sweet Potato Pie  
Peach Cobbler

***Gourmet pies, cakes, and cheesecake  
are available upon request at market price.***

## ***Beverages (Choose One)***

Punch  
Canned Soda (One per person)  
Iced Tea

## DESSERTS

Assorted Miniature Desserts (Two per person)	\$2.80
Sara Lee Cakes or Pies (By the slice)	\$1.80
Ice Cream Party (Includes ice cream and toppings)	\$6.35
Half Sheet Cake (Serves 50)	Market Price
Full Sheet Cake (Serves 100)	Market Price

## BEVERAGES

Bottled Soda	\$1.65 each
Milk	\$1.05 each
Bottled Water	\$1.45 each
Bottled Juice	\$1.75 each
Fruit, Citrus Punch or Iced Tea	\$7.65 per gallon
Coffee Service	\$9.75 per gallon
Apple Cider (Seasonal)	\$7.00 per gallon
Sparkling Cider	Market Price
Canned Soda	\$1.05 each

## SNACKS

Otis Spunkmeyer Baked Cookies	\$9.25 per dozen
Sweet Streets Brownies	\$16.00 per dozen
Potato Chips	\$1.05 per 1 oz bag
Pretzels	\$1.05 per 1 oz bag
Mixed Nuts	\$6.50 per pound

## PIZZA PARTY

16" Pie	
Cheese Pizza	\$10.55
Pepperoni Pizza	\$11.75
Specialty Pizza	\$13.50

# GUARANTEES, PAYMENTS, AND CANCELLATIONS

## ***Guarantees***

In arranging catered events, attendance must be guaranteed five business days in advance of the event. This guarantee will allow for the proper planning of your event and will be your commitment to pay for the guaranteed number or the actual number of attendees, whichever is greater. For weekend events, the count must be guaranteed on the Monday before the event so as to allow ample time for the ordering process.

## ***Payments***

Payment for a scheduled event should be made to Thompson Hospitality and is due three (3) business days prior to the event. This payment will place the event in what is known as “confirmed status”. If the event is **not in confirmed status**, Paine College Dining Services **cannot guarantee that the service** will be rendered. Therefore, it is crucial that the communication between you, the customer, the approving official office, and the Paine College Dining Service’s Catering Office is effective.

As applicable, please provide one of the following forms of payment to Thompson Hospitality:

- Completed copy of the Paine College purchase order form with all authorized signatures.
- Foundation or Fund Certification Form
- Credit Card
- Cash
- Certified Check
- Money Order

## ***Cancellations***

To avoid any pro-rated charges, all cancellations must be submitted in writing to the Paine College Catering Office at least 72 hours (three business days) prior to your event.

# STAFF, DELIVERY, AND OTHER CHARGES

## ***Delivery Fees***

A delivery fee of \$30.00 will be applied to any event held away from the campus. This fee is for the transport of food, service equipment, china, flatware and linen.

## ***Service Charges***

A \$20.00 service fee will be applied to catering invoices totaling less than \$30.00.

**A 20% service charge will be added to the total invoice for all on and off premise events that are not initiated and funded by Paine College.**

## ***Floral Arrangements***

Silk flower arrangements on buffets and carving stations are standard. You can easily add a special touch to your event by letting us handle all your fresh floral needs. In order for us to meet our commitment to you, we ask that you give us at least five days notice to place the order and secure the floral arrangements. Prices will vary according to your selection.

## ***Linen***

Skirting and linen for buffet and carving tables are included at no extra charge. Skirting and/or linen for registration tables, guest tables, display tables, and reception tables can be made available for additional charge of \$10.00. We can also provide specialty linens in an array of colors, prints and sizes to add to the elegance of your event for an additional, yet reasonable, charge.

## ***Rentals***

In the event that special equipment, china, or tables are required, we will charge for the required items and add the rental charge to your final bill. You will be apprised of the cost of the rental items when the arrangements for your event are finalized.

The use of the house china and glassware is \$2.50 per person.

## ***Labor***

For events that are delivered, an attendant will ensure that all items are to your satisfaction. If an attendant is requested, or required based on the style of service provided, additional charges will be applied as follows:

Wait Staff: \$15.00 per hour/ per person for a minimum of four hours

Culinary: \$25.00 per hour/ per person for a minimum of four hours

Bar Tender: \$25.00 per hour/ per person for a minimum of four hours

### ***Service Times***

All events will include a two-hour service time. Events requiring serving time beyond what is mutually agreed upon will be assessed an additional charge of \$15.00 per hour.

### ***Taxes***

For non-university sponsored events, Georgia sales tax will be charged unless a tax exempt certificate is received prior to the start of your event.

## MISCELLANEOUS

### ***Unconsumed Food and Beverage***

To protect you and your guests from food-borne related illness, any food not consumed during an event may not be removed from the serving location.

### ***Equipment Pick-Up***

In order to protect the assets that are delivered to the event location, the client is responsible for all equipment until the designated pick up time as indicated on the catering reservation form.

## TYPES OF SERVICE

### ***Plated and Served***

This type of event has your guests seated and served for the entire meal. This service includes house linen, china and glassware, set-up, table service, event breakdown, and clean-up. This level of service necessitates a minimum of one waiter/waitress per twenty (20) guests. A 20-person minimum is required for this service.

### ***Buffet Service***

At your discretion and depending on your budget, buffet service can be self served or the entrée can be served by one of our professional wait staff at an additional charge. This level of service necessitates a minimum of one waiter/waitress per forty (40) guests.

### ***Drop-Off Service***

Drop-off service includes house linen tablecloths for buffet, high-quality disposable ware, flower centerpiece, set-up, breakdown, and clean up. Wait staff is not required for this service. Upon delivery of your event, our professional staff will ensure that all items ordered are received and verified by your authorized representative prior to our departure. A five-person minimum is required for this service.

*We appreciate your interest in our catering services  
and we look forward to the opportunity  
to exceed your expectations.*

*Paine College  
Dining Services  
(706) 432-0504*

